

Checklist for 3 a.m. liquor license

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator requirement** – Applicant is a retail sales-by-drink license holder (retail sales-by-package not eligible)
- _____ **Investigator requirement** – copies of all existing liquor licenses / permits.
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a conditional liquor license has been issued. Is a conditional liquor license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly
- _____ **Investigator requirement** – Will a conditional liquor license be issued? _____. If yes, you must submit the conditional license to the Manager and applicant for approval before a state letter of approval will be issued. Refer to the P & P titled “Conditional Licenses” and follow accordingly.
- _____ **Investigator requirement** – business is within 1.5 drivable miles of a 100+ room hotel or motel or the business is a convention hotel or motel with 100+ rooms, a restaurant and a meeting room with a capacity to seat 50 people – **name and address of hotel/distance from hotel to establishment** _____

Section 10-106(a)(6) – Notwithstanding the limitations contained in subsection (a)(1)b, a sales by drink establishment licensed under Chapter 10 located in that area bounded by and including the block face frontage of the north side of 17th Street Terrace, the east side of Woodland Avenue, the south side of 19th Street and the west side of Paseo Boulevard that has annual gross sales of \$125,000 or more for the year immediately preceding the application for a 3 a.m. closing permit and meets all other requirements herein is eligible for such permit

- _____ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- _____ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214 and 10-215** have been checked
- _____ **Investigator requirement** – *consent form cover sheet* signed by & given to applicant stating there are _____ eligible consenters and _____ signed consent forms were submitted thus meeting the consent requirement
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics
- _____ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

- _____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- _____ _____ \$150 application fee (this application fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**
- _____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer
- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

- ___ ___ Monthly breakdown of the business' total gross sales showing a minimum of \$125,000.00
- ___ ___ Property owner's consent for a 3 a.m. license – must bring in a **notarized letter** from the owner
- ___ ___ *Consent form oath* signed by the applicant and a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
- ___ ___ Ninety-day waiver (waiving food sales requirements) signed and notarized, *only if applicable* – **form provided by Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
(<https://data.kcmo.org/Regulated-Industries/90-Day-Waiver-Of-Food-Sales-Requirements/m78j-z7jf>)
As stated in **Section 10-106**, the director may waive the foregoing gross sales requirement ONLY for a business located in the downtown economic entertainment district if requested by the applicant and the request is supported by documentation that the business should produce annual gross sales equal to \$125,000 or more. **Section 10-134(b)** states the *downtown economic entertainment district* is the area located in the city's central business district, which is the historic core locally known as the city's downtown area, that contains a combination of entertainment venues, bars, night clubs and restaurants, and that is designated as a redevelopment area by the governing body of the City under the state downtown and rural economic stimulus act. The central business district shall be defined as the area bounded on the north by I-35 and I-70, on the south by I-70, on the west by I-35 and on the east by I-35.
- ___ ___ Other items that may be requested by the investigator

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- ___ ___ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574